

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED0147010
POSITION NO: 211654
CLASS CODE: 1230
POSITION TITLE: _____

Date Posted: 09/10/12
Closing Date: 09/21/12

DEPARTMENT NAME: Department Manager I
DEPARTMENT NAME: Tourism Development
DEPARTMENT NO: 14 WORKSITE LOCATION: St. Michaels, AZ
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R68A
Days: Mon - Fri Permanent: ☒ SALARY: _____
Hours: 8:00am-5:00pm Temporary: ☐ Duration: _____ \$ 53,476.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises operations of the Tourism Office; directs all administrative matters including budgets, personnel, organization management and strategic planning; prepares and submits grant applications that stimulates development of the Navajo Nation tourism industry; executes and defines the formulation, revisions or implementation of current or new Navajo Nation laws, policies and guidelines related to tourism; attends tourism related meetings, seminars, conventions, and workshops to further knowledge, informed of changes in the tourism industry, and exchange information beneficial to the Navajo Nation; completes assigned work in accordance with directives, tribal policy, standards and prescribed procedures.

Plans and implements physical tourism projects consisting of buildings, parking, rest stops, points of interest and utility infrastructure as a project manager and planner; gathers and utilizes financial, tourism and market data, trends and projections for purpose to make informed decisions; promotes teamwork and collaboration with management, other Navajo Nation offices, businesses, tour operators and various federal, state and county offices.

Markets Navajo Nation to promote tourism to stimulate the development of the tourism industry within the Navajo Nation; prepares and executes targeted local, national and international marketing plans; provides organizational resources to design, develop, and manage familiarization tours of Navajo Nation for media, event planning, tour operators and travel agents; prepares and updates Navajo Nation tourism marketing profile utilizing brochures, social networks and Tourism Office web page; participates in radio talk shows; provides current and updated information to the press and social media; prepares and delivers speeches to both local and regional civic and governmental organizations on tourism; responds to requests for information on various aspects of Navajo Nation tourism industry; and prepares various technical and/or general reports for the general public, management, legislative oversight committees and tourism industry partners.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Public or Business Administration or in a closely related field; and

Experience:

Six (6) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit transcripts, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of strategic tourism planning, negotiation, evaluation, and forecasting; budget formulation, financial control, program mission, and staff performance; geographic layout of the Navajo Nation, including all tourist attractions; tourist attractions of the surrounding area (regional); and modern office practices, procedures, equipment, accounting and bookkeeping methods, policies, procedures and practices. Skillful in developing and analyzing regional tourism development plan; formulating/executing contractual agreements and short/long-term goals and objectives. Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; communicate effectively and efficiently in a variety of technical or professional languages including legal, accounting, personnel, marketing, and tourism terminology; maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities; and strives to anticipate work are initiated proper and acceptable to complete work/project with a minimal supervision and instruction.

License/Certification Requirements:

PREFERRED: Valid State Driver's License for Tribal vehicle usage

VETERAN'S PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99